

# **Burrillville Extended Care (BEC)**

## **Board of Directors**

### **Minutes**

**December 3, 2007**

#### **Called to Order and Attendance/Review Agenda:**

**Meeting called to order by Amy Shangraw-Ricci-Chair at  
6:40 p.m.**

**Members Present-Amy Shangraw-Ricci, David Brunetti, Newt  
Stevens, Juliette Lopez-Recinos and Dr. David Van Dyke.**

**Members Absent- none**

**Members Excused- Mary Karmozyn, School Committee Liaison**

**Others Present: Parks & Recreation Director Cheri Hall,  
BEC Site Directors Kelly Cournoyer and Lisa Nault.**

**Minutes of the September 4, 2007 and September 18, 2007 regular  
meetings to be accepted:**

**Motion to accept by Juliette Lopez-Recinos. Seconded by Dave  
Brunetti. Motion carried 4-0.**

#### **Correspondence:**

**None**

#### **Good and Welfare:**

**The Director thanked Kelly Cournoyer and Lisa Nault for assisting**

with Burrillville Extended Care participating in the Victorian Holiday Celebration. The program offered over 300 goodies to the children attending with all being enjoyed.

## **Old Business:**

### **1. Library Room Sponsor –**

The Director reviewed a list of possible opportunities for sponsorship for the Library Room.

David Brunetti spoke with the Town Manager and he stated that since these are non-budgeted items, it is essentially required to have approval from the Town Council. Amy Shangraw-Ricci stated that it may be necessary to restructure the line items. David Brunetti stated a meeting to clarify the approval process for expenditures may also be necessary.

The Town Manager requested to table this item until after the Callahan Elementary tables have been reviewed for payment by the Town Council.

Since the BEC Board had voted the expenditure of up to \$500 to support the library, the Director had asked for a list of possible donation opportunities from the Town Clerk's Office. Amy Shangraw-Ricci stated after reviewing the list of possible donations for the library, the \$500 amount would be enough to sponsor a table

**tote and a bench, bicycle rack or a refrigerator.**

**Lisa Nault stated that the monies might be better spent for other needs of the children involved the program, such as towards needed new playground equipment for the A.T. Levy School.**

**Motion made by Newt Stevens to rescind the previous vote to expend \$500 for a BEC area at the Jesse Memorial Library in Harrisville. No second made. Motion failed.**

**Dr. Van Dyke questioned if the original \$500 would be expended. It was stated that at this time any expenditure would be suspended but could be revisited in the future.**

**Dave Brunetti made a motion to decrease the amount to \$250 to allow for the remaining amount of to be donated towards new A.T. Levy Playground equipment. Seconded by Newt Stevens. Juliette Lopez-Recinos recommended the amount of \$500 be approved. Dr. Van Dyke stated it would be pure advertising since the BEC children do not attend the library as part of the BEC program.**

**It was discussed that BEC could afford it financially. Motioned failed.**

**Motion made by Juliette Lopez-Recinos to approve the original expenditure of \$500 from the advertising line item as a donation to the Jesse Smith Memorial Library as a non-specified donation.**

**Seconded by Newt Stevens. Motion carried 4-0.**

**Dr. Van Dyke will check with the Jesse Smith Library Committee regarding any recognition for donations.**

**The Director will have information regarding new A.T. Levy playground equipment needs for the next BEC Board meeting in March 2008.**

## **2. Callahan Tables-**

**The Town Council approved expenditure for new tables for the Callahan Elementary site. The amount was taken from the investment account. The tables will be delivered to Callahan Elementary School within the next few days.**

## **3. Financials-**

**The Director reported that snacks are now being purchased through the schools vendor versus through BJ's Wholesale. This new procedure is working well.**

**The current financial report was reviewed by the board. The Director noted that the only item not up to date was the approximate amount of \$50,000 for wages that had not yet been deducted.**

**The Director stated discussion with the site directors regarding discontinuation of the summer field trip extra fee to help reduce the**

**fee to parents is being reviewed.**

#### **4. Elections:**

**The election of officers was suppose to take place in September but was delayed due to a lack of a quorum.**

**Amy Shangraw-Ricci stated she would like to step down as chair person. The positions needing to be filled are chair and vice chair. Juliette Lopez-Recinos is currently vice chair and stated she is not interested in the chair position.**

**Juliette Lopez-Recinos made a motion to nominate Dr. Van Dyke as chair. Dr. Van Dyke accepted the chair nomination. Seconded by Newt Stevens. Motion passed 4-0.**

**Newt Stevens made a motion to nominate Juliette Lopez-Recinos as vice chair. Juliette Lopez-Recinos accepted the vice chair nomination. Seconded by Amy Shangraw-Ricci. Motion passed 4-0.**

#### **New Business:**

##### **1. Program Updates-**

**Lisa Nault stated the vests were researched but were very high in price. The inventory was reviewed and there were enough jackets for each staff member and new sweatshirts were purchased for each**

**staff member. When an employee leaves BEC's employment all items have to be returned before their last paycheck is given. The board approved the distribution of the jackets and sweatshirts to each employee.**

## **2. Holiday Invitation-**

**Since the Finance Department questioned gift card raffle items purchased for the summer end meeting, gifts were purchased instead from BJ's Wholesale as raffle items for the holiday meeting. Discussion regarding the role of the board making decisions versus the Finance Department questioning the board's decisions.**

**David Brunetti recommended that the Town Manager be invited to the next board meeting to discuss the approval process. The Town Manager could be questioned why the Town Council liaison is not attending the board meetings. Per the board's request, the Director will forward an invitation to the Town Manager to attend the next board meeting in March.**

**A holiday celebration will take place immediately following the Recreation Commission meeting at the Recreation Department office on December 10th with BEC Board members, Recreation Commission members, BEC employees Kelly Cournoyer, Lisa Nault and Shannon Murphy, program instructors and Parks and Recreation staff invited. It is a potluck event with a yankee swap \$10 gift exchange to take place.**

### **3. 2008-2009 Budget-**

**The process has begun for the next year 2008-2009 budget with no anticipated major changes to the BEC budget being recommended.**

**Newt Stevens reported that no new status on kitchen cabinets has been made. The Director requested the expense be made before the June 30th end of current year budget before the summer program takes place. A one year old stove was found for a cost of \$100 as part of the updates to the BEC kitchen.**

**The new playground equipment to be purchased by BEC through Little Tykes for the Spring Lake Beach Facility will be ordered with installation to be completed before the summer program begins. No bidding was required because Little Tykes is part of the State of Rhode Island bid list.**

**Juliette Lopez-Recinos questioned if the free Holiday Saturday Babysitting Service was taking place this year. Kelly Cournoyer and Lisa Nault reported that it was not taking place due to lack of prior attendance.**

**Meeting adjourned: Motion to adjourn at 7:35 p.m. by Juliette Lopez-Recinos. Seconded by David Brunetti. Motion carried 4-0.**

**Next Meeting: Monday, March 3, 2008, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.**

**Recorded by**

**Carol L. Conway**

**Administrative Aide**

**Burrillville Parks & Recreation Department**